

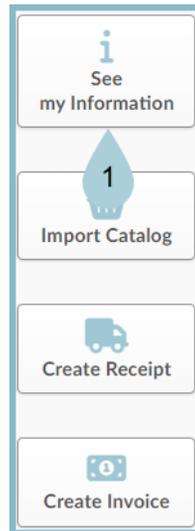
Submitting Change Requests

This document is a quick reference guide for users wishing to submit a change request in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

After the Supplier Enrollment process is completed, suppliers can continue to manage their account, making updates as needed to the supplier record information. Creating a supplier change request will unlock all of the fields on your Supplier Record and allow you to make changes as necessary to your account. Suppliers can only submit one Change request type at a time. All submitted supplier change requests will be automatically saved by APP; however, changes to organization's TIN and/or Legal Name will require additional review from the State.

Submitting a Change Request

1. Once on the APP homepage click on the See my information tab on the left side of your screen.



2. On the top of the screen select **Create a change request**.

Create a change request



If there is a Change request in process, you will not be able to start another one until that one has been submitted. In order to finish that change order, you click the pencil next to it and edit the original change order. You can include the new changes in that same one.

3. Select the **Change Request Type** from the dropdown menu. Depending on the type of Change selected, different fields will become editable.

The screenshot shows a form titled "Change request Details". The "Change Request Type*" field is a dropdown menu that is currently open, displaying four options: "General Change Request" (highlighted in yellow), "Legal Name Change", "Prevent future orders for this supplier", and "TIN Change".

General Change Requests

This type of change request allows suppliers to edit certain fields within the Company Information, P2P Information, and Contacts tabs.

1. Ensure the **Reason for Change Request** field is completed with an explanation as to what exactly is being updated.

The screenshot shows the "Change request Details" form with the following fields filled or ready for input: "Change Request Type*" is set to "General Change Request"; "Original Supplier ID" is "Simulaids - Nasco Healthcare"; and the "Reason for change request*" field is an empty text area.

2. Use the left margin tabs to select the applicable tab for the change for this specific change order.

The screenshot shows a vertical list of tabs in the left margin. The tabs are: "Company Information" (with an information icon 'i'), "P2P Information" (with a shopping cart icon), "Contacts" (with a group of people icon), and "Changes Requested" (with a pencil icon). The "Company Information" tab is currently selected and highlighted.

3. Click Submit for Approval to automatically save all changes. Changes will automatically be updated on the supplier profile.

Legal Name Change or TIN Change

This change request gives the supplier the ability to change the Legal Name or TIN field.



Changing the Legal Name or TIN requires State approval. The supplier cannot change the Legal Name and TIN immediately or at the same time until there is approval from the accounting office.

1. Once the legal name change has been approved, navigate to the **Legal Name** field in the **Basic Company Info** section, and type in the company's new name.

Basic Company Info

Supplier ID
IV0000069367 CR approved or in Progress

Registration Type
 Non-US US

DBA
Nasco Healthcare en

Legal Name ⓘ **1** Simulaids MWBE Categories ⓘ

Freight Terms*
Freight Prepaid ×

NAICS Code

Web Site State of Incorporation



Any field highlighted in red on the page must also be completed.

- Once the TIN change has been approved, navigate to the **Legal Information** section in the **Company Information** left margin tab, and type the new TIN in the **EIN #** field. Please note, any field highlighted in red on the page must also be completed.

Legal Information

Legal Form* Corporation (5A) <input type="text"/>	Place Of Registration <input type="text"/>
EIN # ① 2 14-1484527 <input type="text"/>	Shared Capital <input type="text"/>
DUNS ① <input type="text"/>	Year of creation <input type="text"/>

- Click **Submit for Approval** to request the change. Then APP reviews the request to see if the supplier has any open POs or contracts under the current Legal Name or TIN.
- If POs or contracts exist, the APP system notifies the supplier to submit a “Please Prevent Future Orders for this Supplier” Change Request and re-register using the new Legal Name or TIN. If no POs or contracts exist, changes are approved and saved automatically on the supplier’s profile.

Preventing Future Orders

If re-registration is required, the supplier must mark the Change Request Type as “Please Prevent Future Orders for this Supplier” . This is equivalent to putting a ‘block’ status on the supplier account, meaning all future transactions are prevented, and the State will only be able to make payments on existing POs.

- Select **Prevent future orders for this supplier** in the Change request Details section.
- Complete the **Reason for change request** field.
- Click the **Submit for approval** button.

Change request Details

Change Request Type* 1 Prevent future orders for this supplier <input type="text"/>
Original Supplier ID Simulaids - Nasco Healthcare <input type="text"/>
Reason for change request* 2 <input type="text"/>

Resources

Click the link below for more information on the supplier management processes in APP:
<https://spo.az.gov/suppliers/app-support/quick-reference-guides>